



SPONSOR AND CHAIN OF COMMAND INFORMATION

All sponsors and Chain of Command are invited to visit their soldiers throughout the PLDC cycle and provide them with needed support, equipment and essential materials.

1. Students are required to report for in-processing in **Duty uniform**. Students must have in their possession:

NOTE: Soldiers must be on ATRRS to attend PLDC.

- a. **Soldiers from installations other than FT Benning** - (5) copies of DD Form 1610. **Report NLT 1500.**
- b. **Fort Benning soldiers only**-(5) copies of the memorandum orders (do not substitute with OML or seating reservations). **Report NLT 0800.**
- c. Pre-execution checklist (**MUST BE COMPLETELY FILLED OUT**).
- d. Proof of 6 months retainability upon graduation i.e. ID Card, 2A, Re-enlistment contract or extension paperwork.
- e. DD Form 2A - Identification card and ERB.
- f. Identification tags with required chains.
- g. Individual health records.
- h. (Reserve Component Only) Finance Records.
- i. Meal Card- All students will be removed from separate rations; they are required to eat in the Dining Facility. The parent units will issue meal cards (with the exception of Reserve Component soldiers). Reserve Component soldiers will be issued meal cards by the academy's S1.
- j. All required clothing/equipment along with Clothing and equipment checklist signed by their first line supervisor. (checklist is on the web site)
- k. Original DA Form 705 (soldier must have been tested within 6 months prior to the class start date).

Listed below are a few guidelines that I ask you to follow when you are in the Academy area. Following these guidelines will ensure that you will have a smooth transition and visit with your soldier.

2. Enrollment will always be conducted at 2760B. Sponsors should ensure that their soldiers have all paperwork, clothing and equipment on the day of enrollment. Sponsors will not be allowed into the building during the enrollment process. Only the MSC schools NCO is authorized entry.
3. Sponsors will deliver all baggage and equipment to the Academy parking lot. Students will find their designated sponsor and secure their personal equipment. At no time will a sponsor be allowed to assist students with taking their equipment into the academy area and/or building.

4. Sponsors must be in DUTY uniform whenever they are visiting their soldier in the Academy area. Civilian attire or PT uniform is not authorized.
5. The drop off point for student equipment is the first floor of building 2760B. Check in with Operations and you will be directed to the equipment drop off room. Fill out the appropriate equipment tag and leave the equipment on the table for student pick up. Sponsors may drop off student equipment at any time during the normal duty day.
6. Commanders, CSM/SGM, 1SG and Sponsors can dine with their soldiers during the lunch meal. Exceptions can be granted for the dinner meal by the Branch Chief. All meals will be consumed in the DFAC. We ask that you coordinate no less that 24hrs in advance with the name and student number of their soldier. This will ensure that students and guest are linked up.
7. Commanders, CSM/SGM, 1SG and Sponsors are encouraged to visit their soldiers throughout the course. You may visit any training site or classroom instructions. You will **NOT** be allowed to attend **ANY** testing site to include the weigh-in and APFT.